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Office Memorandum • UNITED STATES GOVERNMENT

TO : Ch/G/RR

DATE: 4 November 1960

FROM : DCh/D/GC/RR

SUBJECT: Review of State Department Work

1. The Cartography Division has provided a continuous and uninterrupted cartographic service to the Department of State since it was transferred from the Department to CIA (Central Intelligence Group) in 1947. At that time by documented agreement the Division assumed an obligation to produce maps of all types needed by the Department in the exercise of its responsibilities. During this period, liaison between the Division and the Department was by way of the Geography Division of the Department under the late Dr. Boggs and as reconstituted recently under Dr. Etzel Percy. In 1957 when the Geography Division of the Department was reorganized and Dr. Percy became its Chief, a written, as well as oral agreement, was entered into which, as far as the Cartography Division was concerned continued the arrangements of 1947.

2. Within the last 5 - 6 years, the Department of State has enlarged its graphics unit in their Publications Division which prepares presentation and briefing materials and which does not, at this time, have a geographic or cartographic capability of producing detailed substantive maps for the Department. D/GC works closely with this unit, furnishing separation plates, a limited amount of type and symbols, and advice in solving technical graphic problems. It is our understanding that this unit prepares some page size maps and charts to accompany State's contributions to the NIS program.

3. The type of work the Division does for the Department can be categorized primarily as support to the Office of the Geographer. All requests for work are officially channeled through that Office. The types of maps prepared for the Department are those dealing with such topics as immigration quota areas, consular district delineations, location of foreign service posts, contributions to Department publications, such as the Bulletin, Background, position papers on various Department problems, especially on boundaries, treaties, etc.

4. During FY 1960, the Cartography Division processed 83 items out of a total of 1,747 produced by the Division. Of this number, 22 were State contributions to the NIS program and the balance of 61 were for the Office of the Geographer or other components of the Department. Total man-hours expended for this production were 3,266, or 3.6% of available capability of the Division.

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